



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: ACCOUNTING OFFICER (SPECIALIST)

SALARY RANGE:	Range A \$4,016 - \$5,029 per month <small>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	Fiscal Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Under the direction of the Fiscal Manager in a training capacity, the Accounting Officer (Specialist) provides staff support on projects of position control, budget information and analysis to management at Sonoma Developmental Center (SDC). Duties consist of providing technical expertise and direction to staff in the area of accounting; preparing and providing daily and monthly budget analysis reports from CALSTARS; having responsibility of \$600,000 for issuing warrants related to salary, travel claims, advice warrants, vendor warrants, and maintaining the integrity of the system and confidentiality of sensitive information. The Accounting Officer (Specialist) performs professional accounting duties of an average to more complex difficulty and maintenance of accounts and financial reports, posting and reconciling the General Ledger, recording deposits, issuing and clearing outstanding revolving fund warrants; reconciling the monthly SDC Trust bank Account, gathering and analyzing, researching, preparing and reviewing of accounting documents and correcting errors promptly; other duties as indicated on the duty statement for the position.

WHO MAY APPLY:

Applicants must possess Civil Service eligibility and must meet the minimum qualifications of this classification to apply. All methods of eligibility will be considered. Eligibility may consist of one of the following: list eligibility, lateral transfer, Training and Development, or reinstatement to State service. Applicants must indicate their eligibility status in the title section of the Employment Application (Form STD.678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov Form STD678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, or online at www.calhr.ca.gov Appointments may be subject to State Restriction of Appointment (SROA), Department Restriction of Appointment (DROA), or Surplus and Re-employment List procedures. A pre-employment physical, drug screening, and fingerprint/background clearance will be required. Applications will be reviewed and only the most qualified will receive a selection interview. **Faxed or emailed applications will not be accepted.**

Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Department – Room 124
P.O. Box 1493 (Please use when mailing)
15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6416 (Contact Jessica Palyo for questions specific to essential functions of the position. .

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.